

ANNOUNCEMENTS AND REMINDERS

February 2019

Coordinator of the body of elders: The announcements and reminders **for the congregation** should be read at the next midweek meeting and thereafter posted on the information board for one month.

FOR THE ELDERS ONLY

1. ***Shepherd and Shepherd Addendum:*** We are pleased to inform you that “*Shepherd the Flock of God*”—1 Peter 5:2 has been completely revised. The new version, which will henceforth be referred to as the *Shepherd* book, replaces the *Shepherding* textbook (*ks10*). In addition to including the material that currently appears in the *Shepherding* textbook, an effort has been made to include all relevant direction that currently appears in letters to all bodies of elders worldwide. Most direction that applies only in a specific branch territory will now appear in a document entitled *Addendum to “Shepherd the Flock of God”—1 Peter 5.2*. As a result, use of the *Index to Letters for Bodies of Elders* (S-22) and the letters referenced therein has been discontinued. Any printed or electronic copies of such documents should be destroyed.

Shepherd is now or will soon be available for download by elders in a number of languages on jw.org. It will be available in the PDF, JWPUB, and EPUB formats. While elders are encouraged to make good use of electronic copies of the book, those needing printed copies may inform their service overseer, who will then ensure that requests are promptly submitted to the branch office in the same way that requests for other special-request items are submitted. Please use the mnemonic *sfl* or the item number 5436 when requesting *Shepherd*. The books will be wrapped to ensure confidentiality and will be labeled for delivery to the coordinator of the body of elders. For the time being, *Shepherd Addendum* (*sfla*) will be available on jw.org only.

In order to keep *Shepherd* and *Shepherd Addendum* up-to-date, revisions will be issued approximately every six months. However, printed copies will be revised no more often than annually. An effort will be made to coordinate the release of significant policy adjustments with the biannual revisions of *Shepherd* and *Shepherd Addendum*.

We encourage each elder to begin reading *Shepherd* in its entirety as soon as possible. Please note that *Shepherd* contains clarified direction on the topics listed below:

Introduction

- Par. 2: Use of *Shepherd Addendum*
- Par. 3: Handling of *Shepherd* upon deletion as elder

Chapter 1

- Par. 4: When to hold elders’ meetings
- Par. 6.1: When to consider recommendations for appointment or deletion of elders and ministerial servants

Chapter 3

- Par. 3.15: Reference to *Instructions for JW.ORG Local Domain Administrators* (S-135), formerly entitled *jw.org Roles*. In the coming weeks, the “View Forms” and “View Letters” roles will be automatically assigned and removed based on an individual’s appointment as an elder or ministerial servant.

Chapter 9

- The arrangement for an elder selected by the body of elders to attend pioneer meetings with the circuit overseer (both in conjunction with circuit assemblies and regular visits to congregations) and thereafter to share highlights of the meeting with the entire body of elders has been discontinued.

Chapter 11

- Since the information in *Guidelines for Supporting Those With Medical Needs* (S-139) has been incorporated in this chapter, that form has been discontinued.

Chapter 16

- Par. 1: Informing accused that audio or video recordings of hearings not allowed.

Chapter 20

- Pars. 16-17: Announcements regarding assemblies and conventions and review of programs
- Par. 20: Use of visual aids at sign-language meetings

Chapter 21

- Par. 17: Assignment of safety coordinator for Kingdom Hall cleaning or maintenance project
- Par. 38.2: Combination of artwork with yeartext
- Par. 43: Reference made to new document, *Kingdom Hall Dedication Guidelines* (S-78)

Chapter 22

- Pars. 12, 16: Retention of *Congregation's Publisher Records* (S-21). This form has been revised. In most cases, printed forms will no longer be provided by the branch office.
- Par. 18: Retention of *Congregation Meeting Attendance Records* (S-88). This form has been revised.

Chapter 24

- Par. 24: Use of *Suggestions for Publishers Learning Another Language* (S-394)

2. **2019 Special Talk and Memorial:** For the special talk, the chairman should announce “Life Everlasting Is Promised” (*sij* song 147) as the opening song. If that song is not available, he should announce “Life Without End—At Last!” (*sn* song 55). After an opening prayer, he should introduce the recorded talk using the information in the chart *Assignment to View the 2019 Special Talk*, which was referred to in January’s *Announcements and Reminders* (S-147) form. The country or branch territory of the speaker should not be announced. Congregations that have a local speaker should use the song listed above and introduce the speaker in the usual manner. Along with this form, we have provided the announcement that should be read by the chairman after the special talk and the Memorial. Please follow the instructions regarding preparations for the Memorial that appear in *Shepherd*, chapter 20, paragraphs 6-12.

Again this year, all elders and ministerial servants who serve as public speakers should carefully review the special talk outline “Reach Out for the Real Life!” (No. 90), pages 52-55 of the *Ministry School* book, and *Reminders for Those Assigned Public Talks* (S-141) before the talk is presented to the congregation. The coordinator of the body of elders should confirm that all ministerial servants who serve as public speakers have access to the material they are to review before the special talk.

3. **Disfellowshipped or Disassociated Ones:** See *Shepherd*, chapter 25, paragraph 20, for reminders on when it may be appropriate for an elder to make brief contact with a disfellowshipped or disassociated individual.

4. **Adjusting Standing Requests:** It has been noted that many congregations are reporting surplus supplies of public magazines. For this reason, we encourage all language coordinating congregations to review and, if necessary, adjust their standing requests. The *Literature Request and Inventory Guidelines* (S-56), paragraph 8, says: “If the supply of an issue is depleted before the end of the months that it is featured, other items from the Teaching Toolbox may be used in the ministry”. We ask you to please make any necessary adjustments **before March 1**. Our goal is not to discourage the use of magazines in the ministry but to help congregations avoid excess stock that will not be used.

2019 SPECIAL TALK ANNOUNCEMENT

We are very happy that all of you could attend this special talk that is being presented worldwide in over 120,000 congregations of Jehovah's Witnesses! The annual observance of the Memorial of Christ's death will be held on Friday, April 19, 2019. We invite you to join us at [state the time and location]. If you would like someone to visit you to demonstrate a free, personal Bible study, please speak to one of the attendants. In addition, we invite you to visit our website, jw.org. Bible-based content is available there in over 900 languages. It discusses topics that appeal to married couples, parents, single ones, teenagers, young children, and all who want to learn about the Bible.

2019 MEMORIAL ANNOUNCEMENT

We are very pleased that you arranged your affairs to be here this evening for the annual observance of the Lord's Evening Meal! If you would like someone to visit you to demonstrate a free, personal Bible study, please speak to one of the attendants. We warmly encourage you to join us at our two weekly meetings, which are held on [state the date, time, and location of the weekend and midweek meetings]. In addition, we invite you to visit our website, jw.org. Bible-based content is available there in over 900 languages. It discusses topics that appeal to married couples, parents, single ones, teenagers, young children, and all who want to learn about the Bible.

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FOR THE CONGREGATION

1. **Auxiliary Pioneering:** March and April are ideal times to auxiliary pioneer. There are five weekends during March, and the special campaign to invite as many as possible to the Memorial begins on March 23, 2019. As a reminder, during these months and during the month of the circuit overseer's regular visit, publishers have the option of choosing a 30-hour requirement. We encourage you to make your plans now for increased service during March and April.

2. **Guidance of God Brochure:** The brochure *The Guidance of God—Our Way to Paradise* has been discontinued, and any remaining stock should be discarded. Publishers may instead make use of the brochure *Real Faith—Your Key to a Happy Life*.